

CHAPTER THREE

INSTALLATION COMMANDERS

301. INSTALLATION COMMANDER MISSION. Installation Commanders (ICs) are assigned overall responsibility for the performance of installation operations and assigned MFT. ICs are supported in performing this mission by regional PMs. PMs provide specific support and technical management/oversight/task direction of assigned functions. ICs are the Responsible Officers in Command of their installations.

a. A key organizing concept approved by the Regional Executive Steering Committee was that Installation Commanders will be responsible for those duties normally associated with command for both the IC staff and their assigned Regional PM staff. The intent is not to create separate and distinct overhead requirements for overseeing installations and managing programs, but to have a single unified command organization that fulfills both requirements (e.g., each IC will have a single administrative support organization, Command Master Chief, etc.)

b. For commands reporting to COMNAVREG MIDLANT in an ADDU capacity as regional PMs (i.e., PWC Norfolk, NCTAMSLANT, FISC Norfolk), command responsibilities and duties for regional programs will be executed from within existing manpower resources resident at the respective commands.

c. For those installations reporting to COMNAVREG MIDLANT who are geographically remote from the Hampton Roads NCA (e.g., NAS Keflavik, NAVSUPSTA Mechanicsburg), Installation Management (IM) functions will be fully performed by those organizations within current assigned resources. Future opportunities for including these installations into the regional PM concept will be examined and executed if deemed cost effective and appropriate.

d. Command responsibilities for IM oversight functions at Norfolk Naval Shipyard will be performed by Norfolk Naval Shipyard, as the IC, from resources aligned to the Mid-Atlantic Region from the Installation Claimant Consolidation and/or existing command support resources resident at that command.

301.1 INSTALLATION COMMANDER ASSIGNMENTS. Current IC assignments:

. **Naval Station, Norfolk** - Assigned as IC for Sewells Point complex (to include all IC functions formerly performed by NAVSTA Norfolk and NAS Norfolk). Immediate Superior in Commander (ISIC) for Transient Personnel Unit, Norfolk and Navy Brig, Norfolk.

. **Naval Air Station, Oceana** - Assigned as IC for Naval Air Station, Oceana (to include all IC functions formerly performed by NAS Oceana and Fleet Combat Training Center Atlantic (FCTCLANT) Dam Neck), including Navy Auxiliary Landing Field, Fentress.

. **Naval Amphibious Base, Little Creek** - Assigned as IC for NAVPHIBASE Little Creek.

. **Naval Weapons Station, Yorktown** - Commanding Officer, LANTORDCOM is dual-hatted as IC for WPNSTA Yorktown (to include all IC functions formerly performed by WPNSTA Yorktown and FISC Norfolk (for Cheatham Annex)).

. **Atlantic Fleet Headquarters Support Activity** - Assigned as IC for the CINCLANTFLT compound and Lafayette River Annex, including Norfolk Crossing and Ben Moreell Housing.

301.2 INSTALLATION COMMANDERS IN NEW REGIONAL ORGANIZATION. As a result of the ICC, additional new installation management organizations are assigned to the CINCLANTFLT claimancy and, subsequently, to COMNAVREG MIDLANT. These new installation organizations are assigned the following areas of responsibility and directed to ensure all IM functions are properly performed:

. **Naval Support Station, Norfolk Naval Shipyard (NAVSHIPYD), Portsmouth** - Additional duty assignment for the Commanding Officer, Norfolk Naval Shipyard, Portsmouth, Virginia. Responsible for all BOS/IM functions formerly performed by NAVSHIPYD Norfolk.

. **Naval Support Station, Mechanicsburg** - Responsible for all IM and BOS functions formerly performed by Navy Inventory Control Point (NAVICP), Mechanicsburg and NAVICP Detachment Philadelphia.

. **Fleet and Industrial Supply Center, Norfolk** - As ADDU reporter to COMNAVREG MIDLANT, responsible for all IM functions onboard Craney Island Supply Depot.

302. DUTIES, RESPONSIBILITIES AND AUTHORITY OF THE INSTALLATION COMMANDER. As the IC and Responsible Line Officer in Command for the installation, the following responsibilities are assigned:

- . Responsible for station operations; base appearance; and maintaining good order and discipline on the installation
- . Responsible for the safety, welfare and protection of personnel and property assigned
- . Responsible for the Installation Mission and Tasking; coordinates activities across functional PM lines to meet installation mission and tasking requirements
- . Act as COMNAVREG MIDLANT's representative; conduct/coordinate liaison with local municipal governments and communities and support federal visits/responses for assigned geographic area
- . Act as advocate for installation personnel, tenants and customers
- . Manage the Installation Commander Operations Target (OPTAR). The Regional Resources Service Office, as the single, centralized regional Comptroller and manpower resource manager, will provide technical assistance, policy guidance and direct support to assist the IC in managing funding and manpower resources
- . Serve as regional Executive Steering Committee (ESC) member
- . Coordinate with Regional Program Managers in the performance of installation mission
- . Assess quality of BOS services at the installation; provide oversight and advocacy for tenant support
- . Coordinate functional storefronts on the installation with PM to ensure effective delivery of program services
- . Exercise military jurisdiction over those military and civilian personnel assigned to the installation UIC
- . Prepare concurrent Fitness Reports/enlisted evaluations/civilian performance appraisals for ADDU functional storefront personnel as directed. The senior PM responsible individual, military or civilian, will have an ADDU reporting relationship

with the Installation Commander. The IC will coordinate PM support through this individual and provide assessment through the evaluation/appraisal process (concurrent evaluation for military, input into performance appraisal for civilians) of support provided.

- . Integrate requirements at the installation level between PMs during budget calls and mandatory reviews

- . Exercise installation exclusion and removal authority

302.1 SPECIFIC FUNCTIONAL RESPONSIBILITIES ASSIGNED TO INSTALLATION COMMANDERS. The IC will provide several specific programs/functions, supporting, as necessary, both the installation military and civilian assigned to the specific PM/IC and those regional program manager personnel who work onboard the installation. The specific services to be provided by the IC are:

- . Provide consolidated people programs - DAPA, Career Counseling, Physical Readiness Testing, General Military Training, Command Financial Specialist, Command Managed Equal Opportunity, Indoctrination, Family Advocacy Program liaison and Urinalysis Testing for all PM personnel assigned to work onboard the installation.

- . Installation level Public Affairs support - Where no public affairs assets are assigned, serve as advisor on all public affairs matters, implement regional PA policy, execute installation level program/planning. Supports all program managers with resources assigned to the installation.

- . Installation level Legal Services - JAGC/OGC attorneys and legal support staff will provide services in direct support of legal mission outlined in SECNAVINST 5430.27A and SECNAVINST 5430.25D.

- . Command Evaluation Services - Execute command level command evaluation and management control program. Coordinate with Regional Inspector General Office on Congressional inquiries, hotlines and other issues pertaining directly to the installation.

- . Installations Religious Programs - Execute installation level Religious programs in support of hosted tenant and PM population on installation.

- Religious Services for Sewells Point complex (including CINCLANTFLT compound and Lafayette River Annex) will be provided by NAVSTA Norfolk.

- Religious Services for Dam Neck/Oceana will be provided by NAS Oceana, as Oceana IC.

- Religious Services for all other installation populations will be provided by current IC providers.

- . Installation level First Lieutenant - Support installation requirements (Base Beautification/Cleanliness, Disaster Prep/cleanup and manage working parties) and program managers onboard the installation.

- . Installation Disaster Preparedness Planning, Coordination and Execution - Develop, coordinate and execute, as required, installation level plans and coordinate activities to meet natural or civil emergencies affecting the installation. Assign responsibilities and monitor execution within the framework of regional plans and actions.

- . Installation Navy Exchange Oversight - Retain current responsibilities as Immediate Superior in Command (ISIC) of installation Navy Exchange organizations associated with each respective installation.

302.2 DUTIES AND RESPONSIBILITIES OF THE INSTALLATION COMMANDER COMMAND STAFF. The IC's command, executive and administrative support staff will be responsible for the following, specifically in support of overall installation operations. As discussed in paragraph 301, the command staff for the IC also performs all command, executive and administrative support responsibilities for the assigned regional program.

- . Management and oversight of the operation and administration of the installation

- . Installation/program level information security (clearances and classified material)

- . Installation level command support services such as administration, Command Master Chief, indoctrination, etc.

- . Planning/monitoring/coordinating the execution of IC policies.

- . Installation/Program Level Management Support Services

- Administer internal position management program, interface with Regional Support Services Office and servicing HRO on all civilian personnel actions affecting installation and regional program personnel assigned to the IC/PM.

- Develop non-reimbursable Support Agreements (ISAs/MOUs/MOAs) to delineate support to tenant commands and hosted operating units, as necessary.

- Perform military manning and administrative services for assigned military personnel.

303. ADDITIONAL COMMAND RESPONSIBILITIES FOR PORT OPERATIONS
REGIONAL PROGRAM MANAGER/INSTALLATION COMMANDER FOR NAVAL
STATION, NORFOLK

- a. Exercise military command as ISIC and reporting senior for Transient Personnel Unit, Norfolk and Navy Brig, Norfolk.

- b. The mission for these organizations are:

- . Transient Personnel Unit (TRANSITPERSU), Norfolk. To provide single service transient processing for military personnel within the Hampton Roads Region.

- . Navy Brig, Norfolk. To be an efficient and effective correctional facility which provides for the education, training, rehabilitation and welfare of offenders with a view to their honorable restoration to duty, or return to civilian life as useful citizens as set forth in Title 10 U.S. Code.